

OFFICE OF THE STATE CONTROLLER PERSONNEL/PAYROLL SERVICES DIVISION



California Public Information Employee File Interface Information Package



REVISION HISTORY			
REVISION #	DATE OF RELEASE	OWNER	SUMMARY OF CHANGES
1.0	October 29, 2010	Becky Arena	Initial Document
1.0	October 29, 2010	Sunil Rao	Initial Document
1.1	October 3, 2011	Becky Arena	Update to name and record layout
1.2	January 18, 2011	RD Frazier	Revise "Related Personnel Actions" section.
1.3	September 17, 2012	Becky Arena	Update Document with most current Functional Specification information

TABLE OF CONTENTS

1. INTRODUCTION 4

2. GENERAL INFORMATION 5

3. TECHNICAL INFORMATION 6

4. RECORD FORMAT 7

5. FILE DEFINITIONS 9

6. LEGACY vs. MyCalPAYS FIELDS 122

1. INTRODUCTION

This file contains employment data on current or active State Civil Service employees.

Business Purpose:

This is a monthly file of all employees provided to California Publication, Inc. which reports public information on State employees' employment data under the Freedom of Information Act.

Related Personnel Actions:

This interface presents a snapshot of employee master data that is current as of the last day of the reporting period.

2. GENERAL INFORMATION

The following general requirements must be met in order to participate in the interface process:

- Continue to operate and maintain third party system beyond Go-Live.
- Set in place internal business practice changes or perform required system updates to third party internal system(s) to support the interface.
- Support testing activities for the interface.

3. TECHNICAL INFORMATION

- The file is generated in a single file format.
- Format is a fixed length.
- File encoding is ASCII.
- Server Type: Secure File Transfer Protocol (SFTP).

4. RECORD FORMAT

Frequency	<input checked="" type="checkbox"/> Monthly
Direction	<input checked="" type="checkbox"/> Outbound
Source System	MyCalPAYS
Target System	California Publication, Inc.
Classification of Data	<input type="checkbox"/> Confidential <input type="checkbox"/> Sensitive
One time or Recurring	<input checked="" type="checkbox"/> Recurring
Scheduled	<input checked="" type="checkbox"/> Automatic
Data Time Period	<input checked="" type="checkbox"/> Monthly
	Record Selection Scope: <input checked="" type="checkbox"/> New or Changed records
Future Transactions	<input checked="" type="checkbox"/> No
Retroactive Transactions	<input checked="" type="checkbox"/> Yes

File Encoding	ASCII
File Format	Fixed length (no delimiter – continuous file)
File Naming convention	Output file naming convention: “PD.EHDB.FTP.KENW.DMMDDYYA.PD5PAYCW”
Server Type	Secure File Transfer Protocol (SFTP)
Other considerations	<ul style="list-style-type: none"> • Sort output file first by Personnel Area and then by Last Name in ascending order • Ability to save selection criteria as a variant

5. FILE DEFINITIONS

SL #	Source system (MyCalPAYS) Fields				Mapping Rules (Position)	Target system (Capitol Weekly) Fields			
	SAP Table-Field	Type	Length	Field Description		Field Name (Header Record Text)	Type	Length	Comments
01	T500P-NAME1	CHAR	30	Personnel Area Text	1-29	Department		29	If last two characters of the Personnel Area (P0001-WERKS) = '00' populate this field with T500P-NAME1.
02	T500P-NAME1	CHAR	30	Personnel Area Text	30-58	Facility		29	If last two characters of the Personnel Area (P0001-WERKS) <> '00' populate this field with T500P-NAME1.
03	ZTPA_COUNTY_CODE- ZCOUNTY_TEXT	CHAR	40	County Text	59-76	County Name		18	Where P0006-ORT02 (subtype 7) = ZTPA_COUNTY_CODE-ZCOUNTY_CODE
04	P0002-NACHN	CHAR	40	Last Name	77-97	Employee Last Name		21	
05	P0002-VORNA	CHAR	40	First Name	98-112	Employee First Name		14	Concatenate the First Name and Middle Initial fields into 1 field with 16 char length; where First Name will take up maximum of the first 14 char; 15 th character will be a blank; first character of the Middle Initial field will take up the 16th character. Blank fill to the right of middle initial
	P0002-MIDNM	CHAR	40	Middle Name	113	Initial		1	
06	T503T-PTEXT	CHAR	20	Employee Subgroup Text	114	Indicator		1	If the second component of the ESG text = 'INT' or 'IND' then populate 'X', else BLANK. E.g. 'Perm/ IND /FLSA',

	Source system (MyCalPAYS) Fields					Target system (Capitol Weekly) Fields																			
SL #	SAP Table-Field	Type	Length	Field Description	Mapping Rules (Position)	Field Name (Header Record Text)	Type	Length	Comments																
									‘Perm/ INT /FLSA’, ‘Temp/ INT /NoFLSA’, etc.																
07	P1000-STEXT	CHAR	40	Job Short Text	115-234	Classification Title		120																	
08	P0008-TRFAR	CHAR	2	Pay Scale Type	235	Class Type		1	<table><tr><td>If</td><td>Enter</td></tr><tr><td>01</td><td>Blank</td></tr><tr><td>02</td><td>F</td></tr><tr><td>03</td><td>L</td></tr><tr><td>04</td><td>J</td></tr><tr><td>05</td><td>M</td></tr><tr><td>06</td><td>E</td></tr><tr><td>07</td><td>P</td></tr></table>	If	Enter	01	Blank	02	F	03	L	04	J	05	M	06	E	07	P
If	Enter																								
01	Blank																								
02	F																								
03	L																								
04	J																								
05	M																								
06	E																								
07	P																								
09	P0008-TRFGR	CHAR	8	Pay Scale Group	236	CEA Indicator		1	If P0008-TRFGR = 7500, 9501, 8228 or 9424 then populate ‘X’, else BLANK																
10	N/A					Time Base		6	See detailed logic in the FS doc																
11	P0001-PERSK	CHAR	2	EE subgroup	243	Appointment Tenure		1	First character of EE Subgroup																
12	P0008-LGART	CHAR	4	Basic Pay Wage Type	244	Salary		1	If IT0008-LGART = 0001 enter H, 0003 enter M, 0008 enter D																
13	Q0008-BETRG	CHAR	13(2)	Wage Type amount	245-251	Base Salary		9	IT0008, Amount for WT 0001 or 0003 or 0008																

	Source system (MyCalPAYS) Fields					Target system (Capitol Weekly) Fields			
SL #	SAP Table-Field	Type	Length	Field Description	Mapping Rules (Position)	Field Name (Header Record Text)	Type	Length	Comments
					252-260	Filler		9	FILLER

6. LEGACY vs. MyCalPAYS FIELDS

	Legacy fields	MyCalPAYS fields
01	Department	Personnel Area Text
02	Facility	Personnel Area Text
03	County Name	County (Work) - Same value will be sent
04	Employee Last Name	Last Name
05	Employee First Name	First Name
	Initial	Middle Name
06	Indicator	Employee Subgroup- Same value will be sent
07	Classification Title	Job Short Text
08	Class Type	Pay Scale Type- Same value will be sent
09	CEA Indicator	Pay Scale Group- Same value will be sent
10	Time Base	Wage Type (Employment Percentage) For salaried employees: Numerator and Denominator Two fields, three spaces each (FT will be 1 1, 50% will be 1 2, 75% will be 3 4, etc.) IND, INT will be blank
11	Appointment Tenure	EE subgroup- Same value will be sent
12	Salary	Basic Pay Wage Type
13	Base Salary	Wage Type amount